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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 7120.7

Effective Date: November 03,

2008

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Subject: NASA Information Technology and Institutional Infrastructure Program and Project Management Requirements

Responsible Office: Office of the Chief Engineer

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Appendix C. Formulation Authorization Document Template

C.1 Program FAD Title Page

<p style="text-align: center;">Program Formulation Authorization Document</p> <p>(Provide a title for the candidate program and designate a short title or proposed acronym in parenthesis, if appropriate.)</p>	
Mission Directorate or Mission Support Office Official	Date

Figure C-1 Program Formulation Title Page

C.2 Project FAD Title Page

<p style="text-align: center;">Project Formulation Authorization Document</p> <p>(Provide a title for the candidate project and designate a short title or proposed acronym in parenthesis, if appropriate.)</p>	
Mission Directorate or Mission Support Office Official	Date _____
Program Manager	Date _____

Figure C-2 Project Formulation Authorization Document Title Page

C.3. Program/Project FAD Template

PROGRAM/PROJECT
FORMULATION AUTHORIZATION DOCUMENT
(PROGRAM/PROJECT TITLE)

1.0 PURPOSE

Describe the purpose of the program/project. Identify the program/project goals and objectives to be met.

2.0 AUTHORITY

Describe the NASA organizational structure for managing the formulation process from the Mission Directorate or Mission Support Office to the NASA Center program/project managers, as applicable. Include lines of authority, coordination, and reporting.

3.0 PROGRAM PROJECT GOALS AND OBJECTIVES

Describe the level or scope of work, goals, and objectives to be accomplished in the formulation phase, cost targets and constraints, the time available, and any other constraints.

4.0 INTERNAL PARTICIPANTS

Identify Mission Directorates, Mission Support Offices, Centers, and other NASA organizations to be involved in the activity, their scope of work, and any known constraints related to their efforts (e.g., program/project funding interdependencies).

5.0 EXTERNAL PARTICIPANTS

Identify participation external to NASA to be involved in the activity, their scope of work, and any known constraints related to their efforts (e.g., the program/project must be cofunded by the external participant).

6.0 INFORMATION TYPES

In conformance with NPR 2810.1, Security of Information Technology, identify the FIPS 199 information that IT investments and systems will be processing and handling.

7.0 FUNDING

Identify, by fiscal year, the funding that will be committed for formulation.

8.0 REVIEWS

Describe the reviews, including independent reviews according to the Reviews Table in Chapter 2, required during the formulation phase. Describe the criteria for triggering a termination review.

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